



District Court of the Virgin Islands Vacancy Announcement Career Opportunity Number: 2017-010

Position: Official Court Reporter

Location: St. Thomas/St. John Division, U.S. Virgin Islands

Salary: Level 2 -\$80,809* (Requires Merit Certification)
Level 3: \$84,658* (Requires Realtime Certification)
Level 4 -\$88,505* (Requires Realtime and Merit Certification)
*(plus Cost-of-Living Allowance, currently at 13.22%)

Open: October 11, 2017

Close: Open until filled, *with first preference given to applicants who apply by October 25, 2017.*

A great opportunity is available to join the dynamic team of the Clerk's Office of the District Court of the Virgin Islands, District and Bankruptcy Court! Applications are being accepted for a full time Court Reporter to serve in the Division of St. Thomas/St. John. The position is open to all qualified U.S. citizens. The type of appointment is of permanent status.

Position Overview:

This position is located in the St. Thomas/St. John Division of the Clerk's Office, District Court of the Virgin Islands, District and Bankruptcy Court and reports to the Chief Deputy and/or Clerk of Court. The incumbent is self-directed, highly organized, maintains a professional demeanor and appearance at all times, is responsible and tactful, demonstrates initiative and the ability to exercise good judgment, possesses excellent communication skills, is able to produce transcripts within strict time limitations, and understands the importance of confidentiality. Official Court Reporters are responsible for purchasing their own office supplies, postage, courier services, telephone service, and office equipment, including all computer hardware and software. The incumbent must be able to read back all or any portion of the court record, work well under pressure, work extended court and transcription production hours within strict time limitations, and work as part of a team.

Representative Duties:

- Perform verbatim reporting services for any proceeding as specified by statute, rule or order of the court.
- Report all proceedings using electronic machine shorthand equipment that produces an electronic storage media capable of translation and printing by computer assisted transcription equipment and utilize digital sound recording equipment to record all proceedings.

- Provide Realtime reporting upon request of a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- Provide Realtime feed for any judicial officer as directed, without charge.
- Read back all or any portions of the court record upon request of the presiding judge.
- Provide transcripts of proceedings requested by a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- Provide transcripts of any proceedings that a judge or the Court may direct without charge.
- File with the Clerk of Court a copy of all transcripts prepared within the timeframes and consistent with the fees established by the Court, the Judicial Conference of the United States, and the Court Reporter Management Plan.
- File a transcript or provide an electronic sound recording to the Court, without charge, of all arraignments, pleas and proceedings in connection with the imposition of sentence in criminal cases. Certification of the recording by the court reporter is required.
- Certify and file with the Clerk of Court all original shorthand notes and other original records of proceedings the reporter has recorded.
- Comply with formatting and billing requirements established by the Judicial Conference of the United States and other administrative duties and requirements as assigned by the supervisor and the Court.
- Adhere to the *Guide to Judiciary Policies and Procedures* and *Code of Conduct for Judicial Employees*.

Qualifications:

For consideration, applicants must possess at least four years of court reporting experience as a freelance reporter or as a court reporter, or a combination thereof, and must have passed the Registered Professional Reporter (RPR) Examination administered by the National Court Reporters Association (NCRA). Applicants must have obtained a Registered Merit Reporters (RMR) certificate from the NCRA. Applicants must pass a Certified Realtime Reporter (CRR) exam within the first year of employment, if they have not already attained certification. Official court reporters must have all necessary equipment to provide real-time to judges, court staff and attorneys.

Court Preferred Skills/Experience:

Realtime certification is preferred. Prior judiciary experience is also preferred.

Required Competencies (Knowledge, Skills and Abilities):

Court Operations

Skilled in the use of computer-aided transcription equipment. Ability to record and transcribe 180 words per minute for literary matters, 200 words per minute for jury charge, and 225 words per minute for testimony at 95% accuracy. Ability to work harmoniously with others as part of a team. Skilled in communicating with professionals and members of the public. Ability to submit scheduled reports accurately and on schedule. Knowledge of legal terminology and federal rules, as applicable. Ability to handle a fast paced and heavy workload with quick response time requirements.

Judgment and Ethics

Knowledge of, and compliance with, the [*Code of Conduct for Judicial Employees*](#) and court confidentiality requirements. Ability to consistently demonstrate sound judgment and high ethical standards.

Written and Oral Communication/Interaction

Ability to communicate effectively (orally and in writing) to provide information. Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules and procedures.

Information Technology and Automation

Knowledge of and skill in using office equipment and applications, such as word processing, email, spreadsheets, and other administrative computer-based systems used for the office and the court.

Work Environment and Physical Demands

Work is performed in an office setting and may occur at off-site meeting locations or temporary duty stations. Travel and overnight stay may be required.

Benefits:

A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 days per year
- Optional participation in choice of Federal Employees Health Benefits
- Optional participation in Federal Employees Group Life Insurance

- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Retirement benefits in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan
- Eligible for private long term disability plan options

Conditions of Employment:

Applicants must be U.S. citizens or eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

This position is subject to mandatory electronic funds transfer (direct deposit) for salary payment. Appointment is provisional and contingent upon successful completion of a reference, background check and/or investigation, which includes a Federal Bureau of Investigation (FBI) fingerprint check. Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. Employees are required to adhere to the [*Code of Conduct for Judicial Employees*](#) and court confidentiality requirements. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training.

Application Procedure:

Qualified applicants must submit a resume, detailed cover letter, educational credentials, copies of court reporter certifications, and an [*Application for Judicial Branch Employment \(AO 78\)*](#) to the email address listed below. Please indicate full-time or part-time experience and exact dates of employment. Include all required documents in pdf format, preferably in one document via email to viclerk@vid.uscourts.gov

Submissions that do not include all the requested documents will not be considered. Applicants are responsible for their own interview travel expenses. Candidates extended an opportunity to interview will be asked to submit a sample transcript at least 30 pages in length that was produced and edited by the applicant.

Due to the high volume of applications anticipated, the Court will only contact applicants selected for interviews.

**THE DISTRICT COURT OF THE VIRGIN ISLANDS
IS AN EQUAL OPPORTUNITY EMPLOYER.**